



## In Year Application for a School Place

Please complete all boxes and return this form to Mrs J Tilley: [jat@churchdownschool.com](mailto:jat@churchdownschool.com) or by post to the school address. Mrs J Tilley can be contacted on 01452 713340.

We may need to contact your child's previous school(s) for records on your child's educational history.

**School admissions for children with a Statement of Special Educational Needs are dealt with by the Special Educational Needs Team at Gloucestershire County Council. Please contact them on: 01452 425033.**

### Part 1: To be completed for all applicants

Your application may be delayed if not completed in full.

#### Child's Details

Childs Legal Last Name:		Childs First Names:	
Male/Female	Date of Birth:	Current Year Group:	
Childs Current Permanent Address:		New address and date of move if applicable:	
		Please provide proof of new address– a signed tenancy agreement or exchange of contracts	

The date a school place is required	
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Is your child currently in school	Yes	No	Date last attended school	
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Your Child's Nationality	
Date of Making the Application	



Parents should discuss a change of school with their child's current school if the request is not related to a change of address. Have you discussed a potential change of school? If so with whom:

Name and Position of Person	
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**Most Recent School Attended**

School Name	School Address, Phone Number & Email Address	Dates Attended	
		From	To

**Preferred School - Parents are advised to visit school prior expressing a preference where possible**

Name of Preferred School	Reason for Preference		
Are there any siblings currently attending the preferred		Yes	No
If yes please list their name(s), date of birth and home address below:			

**Permanent Exclusion from Previous School(s)**

If your child has been permanently excluded from one or more schools please provide details below:

School Name	School address, phone number & email address	Date of Permanent Exclusion

**Parental Responsibility**

Parent/Carer Name	First		Surname	
Relationship to child				
Signature			Date	
Home Telephone			Mobile Phone	
Email Address				
I certify by signing above that the above information is correct. I do have parental responsibility for the child I am applying for. I understand that giving false information will mean the withdrawal of the offer of a place and possible prosecution under the Perjury Act.				



Does anyone else have parental responsibility? If yes who:	
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Are they in agreement with this application?	Yes	No

Contact Details of this person:

Parent/Carer Name	First		Surname	
Relationship to child				
Signature			Date	
Home Telephone			Mobile Phone	
Email Address				

I certify by signing above that the above information is correct. I do have parental responsibility for the child I am applying for. I understand that giving false information will mean the withdrawal of the offer of a place and possible prosecution under the Perjury Act.

Please note: The Academy cannot intervene where parents with joint responsibility disagree.

Does your child have a Statement of Special education Needs	Yes	No
Is your child In the care of a local authority	Yes	No
Does your child have a social worker	Yes	No
Name and contact information for the social worker		
Name of local authority responsible for your child's care		
Are you a Refugee or Asylum seeker?	Yes	No

**Part 2: GCSE Options** – Only complete this part for pupils requiring places in Years 10 and 11 Please state the subjects your child is studying at their current school.

Subject	Subject

Please note we may not offer these courses.



## Part 3: 6<sup>th</sup> Form Choices – Only complete this part for pupils requiring places in Years 12 and 13

Please state the subjects your child is studying at their current school.

Subject	Level

Please note we may not offer these courses.

### For Office Use Only

Date Application Received			
School Place Offered	Yes	No	Start Date
Have Parents been advised of the Appeals process	Yes		No
Parents referred back to LA	Yes	No	Date
NOR in this Year Group			

### Notes and Information on the In Year Process

Further information may be found at [www.gloucestershire.gov.uk/schooladmissions](http://www.gloucestershire.gov.uk/schooladmissions)

Please check that details, such as name, date of birth and address are entered accurately. Any error could lead to a delay in processing the application.

Proof of address is required for every application, should the school receive more applicants than places available. If you are moving house, we will require proof of your new address for distance purposes.

If you are applying directly to us and have not been in the Gloucestershire Education System before you may be asked to supply proof of date of birth to ensure your child is placed in the appropriate year group.

If your child has a Statement of Special Educational Needs please contact the SEN team at Gloucestershire County Council **Tel: 01452 425033**

If a school holds a waiting list, positions can go up as well as down based on the oversubscription criteria of the school and the circumstances of children. School vacancies change on a daily basis.

You are advised not to remove your child from their current school until you have a confirmed place at another school.

Transport will usually only be provided to children who are attending their nearest school, in line with Gloucestershire County Council's policy. If your nearest school is full, Gloucestershire County Council will require a copy of their letter to you advising that they are unable to admit your child, and a copy of this letter must be submitted with your transport request.